

 NORFOLK Department of Police		Administrative General Order - 385: Awards and Commendations	
		Office of Preparation: Strategic Management Division (jah)	
		CALEA:	26.1.2
		VLEPSC:	PER.11.01
LEGAL REVIEW DATE:	4-17-2014	PRESCRIBED DATE:	5/1/14
City Attorney:	Jacks & Cloud	City Manager/Director of Public Safety:	Manuel D. [Signature]
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		[Signature]	

Purpose **(CALEA 26.1.2) (VLEPSC PER.11.01)**

The purpose of this order is to establish procedures for the nomination, selection, and presentation of awards and commendations.

Policy

The Norfolk Department of Police shall identify and recognize citizens and departmental employees and service animals for performing specific acts of heroism, bravery, distinguished service, or notable accomplishments. The awards and commendation selection process shall be conducted in an impartial and consistent manner.

Supersedes:

1. G.O. ADM-385, dated May 14, 2009
2. Any previously issued directive conflicting with this order

Order Contents:

- I. General Information
- II. Departmental Medals and Awards
- III. Command Awards
- IV. Community Awards

I. General Information

- A. The Department recognizes citizens and departmental employees and service animals for exemplary service or achievement in one or more of the following forms, as appropriate: medals, service ribbons, plaques, certificates, or letters.
- B. The Attachment, Description of Awards and Commendations, is a listing of all departmental and command awards authorized by the Chief of Police. These awards are listed in order of precedence, along with a description of each award and the method of recognition.
- C. Service ribbons are only issued to uniformed personnel, i.e., law enforcement officers, operations officers, humane officers, and school crossing guards. The wearing of service ribbons, current and retired, are optional for uniformed employees.
- D. Personnel falsely presenting themselves as receiving an award or commendation are subject to disciplinary action.
- E. Suggestions on awards, commendations, or procedures shall be forwarded in writing to the Awards and Commendations Chairperson, via the chain of command, for senior staff review.

II. Departmental Medals and Awards

- A. The Awards and Commendations Committee was created under the authority of the Chief of Police. General Order ADM-463: Departmental Committees and the Awards and Commendations Committee Standard Operating Procedures Manual shall provide guidance on committee composition and procedures.
- B. Anyone may nominate an individual for departmental consideration. PD 900, Awards and Commendations Nomination, shall be submitted to the Awards and Commendations Committee Chairperson, via the chain of command. Nominations shall contain all pertinent information, including details of the incident and names of any witnesses to substantiate and warrant the receiving of the award.
- C. The Awards and Commendations Committee shall convene to review nominations for Departmental awards, vote, and submit recommended selections to the Chief of Police for approval.
- D. Departmental medals and awards are normally presented at an awards ceremony in the preceding calendar year, at a time and place scheduled and coordinated by the Awards and Commendations Committee Chairperson.
- E. The Chairperson shall forward appropriate paperwork documenting the achievement of awards to the Personnel Division, for insertion into an employee's personnel jacket.

III. Command Awards

Commands may present citizens and departmental employees and service animals with an award for outstanding contributions or achievements in law enforcement. Refer to the Description of Awards and Commendations, Attachment, for a list of approved awards. The commanding officer or officer in charge shall be responsible for:

- A. Submitting recommended changes to award requirements to the Awards and Commendations Committee Chairperson, via the chain of command, for senior staff review.
- B. Maintaining correspondence files related to awards.
- C. Presenting command awards as noted in the Description of Awards and Commendations, Attachment.
- D. Forwarding employee award documentation to the Personnel Division, for insertion into the employee's personnel jacket.

IV. Community Awards

- A. In addition to departmental awards, community groups or other organizations may wish to present awards to employees at their respective events. Employees shall receive command approval before accepting any awards. Upon acceptance, employees are encouraged to forward any written documentation to the Personnel Division, for insertion in their personnel jacket.
- B. At times, community groups or organizations may request the Department to select an employee for their award. These requests shall be submitted to the Chief of Police or designated Assistant Chief of Police for authorization.
 - 1. Upon receiving approval, the request shall be handled by the Awards and Commendations Committee.
 - 2. The Awards and Commendations Chairperson shall coordinate requests for nominations with appropriate commands.
 - 3. Commanding officers or officers in charge may be requested to submit a written citation detailing the circumstances for meriting the award.

Attachment

Description of Awards and Commendations

Norfolk Department of Police
Description of Awards and Commendations

Awards and commendations are listed in the order of precedence. Service ribbons are issued to uniformed employees only. Recipients receiving subsequent service ribbons, as noted below with an asterisk (*), will be presented with a star for each subsequent award. Stars will be gold in color, approximately five-sixteenths of an inch in diameter, and are to be centered on the service ribbon. The protocol for wearing decorations is contained in G.O. ADM-320: Dress and Personal Appearance.

I. Departmental Medals

Medals represent the highest departmental recognition awarded for specific acts of service. Medals are presented by the Chief of Police, or designated Assistant Chief of Police in his/her absences, which includes a certificate mounted on a wooden presentation board and a citation detailing the circumstances for meriting the award.

- A. Police Cross – Awarded to a Norfolk law enforcement officer who dies in the line of duty; presented to the decedent's family.

Medal: Silver medallion bearing a white cross with purple spokes and nameplate suspended from a white neck ribbon

Service Ribbon: No ribbon issued

- B. Medal of Honor – The highest award bestowed upon a Norfolk law enforcement officer for performing an act of heroism, conspicuously and intrepidly at the risk of loss of life, above and beyond the call of duty.

Medal: Gold medallion bearing a light blue cross with blue spokes and nameplate suspended from a light blue neck ribbon

Service Ribbon: Light blue with a dark blue centered stripe*

- C. Medal of Valor – Awarded to a Norfolk law enforcement officer for performing an act of extraordinary bravery at imminent danger to personal safety in the line of duty.

Medal: Gold medallion bearing a white cross with red spokes and nameplate suspended from a red and gold neck ribbon

Service Ribbon: Red with a white centered stripe*

- D. Distinguished Service Medal – Awarded to a Norfolk law enforcement officer for performing an act of bravery in the line of duty in a manner evincing a disregard for personal consequences.

Medal: Silver medallion bearing a light blue cross with red spokes and nameplate suspended from a red and blue neck ribbon

Service Ribbon: Red with two centered blue stripes*

- E. Purple Heart – Awarded to a Norfolk law enforcement officer seriously wounded by an adversary.

Medal: Silver medallion bearing a white cross with purple spokes and nameplate suspended from a purple neck ribbon

Service Ribbon: Purple with a white centered stripe*

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- F. Citizen Service Medal – Awarded to a citizen or civilian employee for an act of bravery in a manner evincing a disregard of personal consequences.

Medal: Silver medallion bearing a light blue cross with red spokes and nameplate suspended from a red neck ribbon

Service Ribbon: No ribbon issued

II. Departmental Awards

Departmental Awards are presented by the Chief of Police or designated Assistant Chief of Police to individuals in recognition of specific accomplishments.

- A. Lifesaving Award – Awarded to employees for saving the life of another human being where the recipient was not placed in imminent danger. The award includes a certificate mounted on a wooden presentation board and a citation detailing the circumstances for meriting the award.

Service Ribbon: Green with a white centered stripe*

- B. Police Commendation Award – Awarded to employees for an act materially contributing to a valuable police accomplishment or for submission of a device or method adopted to increase efficiency in an administrative or tactical procedure. The award includes a certificate mounted on a wooden presentation board and a citation detailing the circumstances for meriting the award.

Service Ribbon: Red and white*

- C. Civilian Employee and Police Officer of the Quarter Awards – There are four quarterly periods for each year. These awards include a plaque and a citation detailing the circumstances meriting the award.

1. Civilian Employee of the Quarter – Awarded to civilian personnel for outstanding achievement during a quarter.

Service Ribbon: Red and white (same as the Police Commendation Ribbon)*

2. Police Officer of the Quarter – Awarded to Norfolk law enforcement officer(s) for outstanding achievement during a quarter.

Service Ribbon: Red and white (same as the Police Commendation Ribbon)*

- D. Civilian Employee and Police Officer of the Year Awards – These awards include a plaque and a citation detailing the circumstances meriting the award.

1. Civilian Employee of the Year - Awarded to one of the outstanding civilian employees of the quarter during the previous calendar year.

Service Ribbon: No additional ribbon issued

2. Police Officer of the Year – Awarded to one of the outstanding Norfolk law enforcement officers of the quarter during the previous calendar year.

Service Ribbon: No additional ribbon issued

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Description of Awards and Commendations

- E. Letter of Commendation – A letter detailing the circumstances for meriting the award is presented to the employee. Awarded for, but not limited to, the following:
1. To commend an employee for submitting a recommendation that directly contributes to increased department productivity or efficiency.
 2. To commend an employee for completing a job over and above his or her respective job duties.
 3. To commend the conduct of a Norfolk law enforcement officer, including providing significant assistance in solving a case or making an apprehension.
- F. Retirement Plaques – Plaques are normally presented during the last month of service.
1. Non-uniformed Personnel – Awarded to non-uniformed civilian employees who take a qualified retirement as determined by the Department of Human Resources and have served a minimum of five years with the Norfolk Police Department. Plaque with the Norfolk Police patch.
 2. Uniformed Personnel – Awarded to uniformed employees who take a qualified retirement as determined by the Department of Human Resources. Plaque with the employee's badge.

III. Command Awards

- A. Academy Achievement Awards – Awarded to recruits of each Basic Recruit Academy class who achieved excellence in each category. Training Division presents awards during the class graduation ceremony.
1. “Kit” Hurst Award – Award is presented to the recruit chosen by fellow classmates who best exemplifies the characteristics of knowledge, courage, and integrity.
 2. Honor Graduate Award – Award is presented to the recruit with the highest average academic grade.
 3. Physical Fitness Award – Award is presented to the recruit with the highest average physical fitness score.
 4. Firearms Award – Award is presented to the recruit with the highest average shooting score.
- B. Firearms Proficiency Award – Effective March 10, 2009, awarded to police recruits in the Basic Recruit Academy and Norfolk law enforcement officers during an in-service training session who qualifies with a score of 92 or higher on the Virginia Tactical Qualification Course (TQC). The Range Master or designee is responsible for the presentation of ribbons that corresponds with the level of firearms proficiency. Subsequent service ribbons will not be awarded. Awarded ribbons will be returned prior to shooting the next TQC.
1. Qualifying police recruits will receive the ribbon upon conclusion of firearms training in the Basic Recruit Academy and may begin wearing the ribbon at the graduation ceremony.

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2. Qualifying officers will receive the ribbon upon the conclusion of the in-service shooting course. Officers who receive the ribbon may wear the ribbon on their uniform that reflects their current qualification score.

Service Ribbon: Grey with black stripes on each end and 3 centered red stripes - Master Pistol, score 100

Service Ribbon: Grey with black stripes on each end and 2 centered red stripes - Expert Pistol, score 96 or 98

Service Ribbon: Grey with black stripes on each end and 1 centered red stripe - Marksman Pistol, score 92 or 94

- C. Special Unit Ribbons – Awarded to Norfolk law enforcement officers who have satisfactory completed the following award requirements:

Honor Guard Ribbon – Effective January 1, 2005, awarded to Norfolk law enforcement officers who have participated in a minimum of 12 events upon the completion of their three year service commitment in the Honor Guard. Subsequent service ribbons will not be awarded. The Officer in Charge of the Honor Guard is responsible for the presentation of ribbons.

Service Ribbon: Red with blue stripes on each end, two centered white stripes, and a gold color “Honor Guard” plate centered on the ribbon

Hostage/Crisis Negotiation Team Ribbon – Effective December 1, 2015, awarded to Norfolk law enforcement officers who have maintained an 80% training participation record upon the completion of two years of team membership or if an officer responded to four critical incidents over one calendar year after having been activated in a negotiator capacity. Additionally, the ribbon may be issued to negotiators whose performance at a single critical incident or contribution to the team are of significant merit.

Service Ribbon: Yellow with wide red center stripe. Subsequent award recipients will receive a gold star attachment worn centered on the ribbon.

- D. Letter of Recognition – Commands may award citizens and employees who make an outstanding contribution towards law enforcement, or citizens, businesses, and civic organizations for exemplary support of the Department’s goals and objectives. The awarding commanding officer or officer in charge will present the letter detailing the circumstances for meriting the award.